



**General Job Description**  
**Position: Behavioral Health Consultant**

*Affirming God-given value. Multiplying Possibilities.*

The Behavioral Health Consultant (BHC) shares the love of Christ by interweaving spiritual care and encouragement to patients receiving medical or dental care. In collaboration with clinic providers, the Behavioral Health Consultant provides clinical care within the Primary Care Behavioral Health (PCBH) model. This model utilizes brief (15- to 30-minute) visits for a wide variety of behavioral issues that present in primary care. The BHC role is consultative in nature, working with the primary care providers to develop and implement solid treatment plans using evidence-based strategies.

The NBCM Behavioral Health Consultant exemplifies Christlike character in both personal and professional life, upholding Biblical values in attitude, speech, conduct, and lifestyle. S/he leads and serves as a minister of the gospel of Jesus Christ.

**Job Duties and Responsibilities:**

- Serve as a Christ-like influence on patients, volunteers, and staff, offering to pray as appropriate
- Execute the mission of NBCM and ensure the quality of services through interaction with patients
- Utilize the Primary Care Behavioral Health Consultation model to provide consultant services to clinical staff
- Provide support services to patients with physical health, mental health and/or substance abuse diagnoses
- Assess patient needs, along with the patient and primary care clinician, to develop a coordinated care plan
- Evaluate and/or revise care plan as indicated with appropriate documentation in progress notes and communicate this to relevant multi-disciplinary team members
- Build and maintain a therapeutic relationship with patients through engagement and negotiated goal setting
- Maintain patient case files; maintain all required reports and statistics on each patient served to ensure coordinated patient services and to document program effectiveness
- Develop referral system with area indigent care system; act as liaison for patient care referrals

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- Advocate with community service providers to facilitate patient access to needed services
- Conduct group classes and group visits to promote skill building, education and improved health for the patient
- Provide counseling services to patients/clients as appropriate
- Attend and participate in meetings and Quality Improvement activities as required
- Sustain productivity expectations established by supervisor
- Maintain organization and patient confidentiality
- Participate in evaluation of peers, support staff and supervisor as required
- Serve as a member of agency committee(s) as requested
- Perform other duties as deemed necessary by supervisor(s)

**Professional Knowledge and Behavior:**

- Understand how to work within a multi-disciplinary team environment
- Demonstrate strong interpersonal and negotiating skills
- Demonstrate strong analytical skills; strong verbal and written skills
- Manage time effectively, handle multiple assignments simultaneously, and prioritize projects
- Demonstrate professionalism in appearance and actions
- Support the agency Mission and Standards of Excellence
- Assume responsibility for own actions, behavior, quality of work, and productivity

**Systems Creation:**

- Serve on interdisciplinary team to help create systems that streamline processes and increase efficiency

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## TEAM QUALIFICATIONS

To be successful, an individual must be able to perform each job duty satisfactorily and in a professional manner. This individual must understand how the position job duties impact the vision of the whole program and its stakeholders—off and on-site, physicians/dentists, volunteers, interns, staff, community/church partnerships and NBCM Board. Team-first, servant-leadership, and a face-to-face ministry mindset is essential.

### Minimum Qualifications

- Bachelor's Degree in Psychology, Counseling or related field
- Currently licensed, or license-eligible, in the State of Texas to practice in Licensed Professional Counselor, Licensed Marriage and Family Therapist, Licensed Clinical Social Worker or Licensed Psychologist.
- Experience and/or interest in working with medically underserved populations
- Ability to use Microsoft Office and Excel, spreadsheets, and computer data-base systems

### Preferred Qualifications

- Master's Degree in Clinical/Counseling Psychology or related field
- Practice experience in the Primary Care Behavioral Health (PCBH) model
- Experience with PCBH implementation and service management
- Bilingual in Spanish

### Time Commitments

- Clinic days/hours are Monday-Thursday 7:45am-5:00pm and Friday 8:00am-12:00pm
  - 24 hours per week, Monday-Friday
  - Part-Time
  - Year-Round
- Must be available for special events and training
- Must attend all staff meetings
- Reports to the Clinic Director

(Estimated hours are subject to change at any time at the discretion of the Director)

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**ENVIRONMENTAL/WORKING CONDITIONS**

The position requires the ability to work under pressure and with a diverse population, including staff, physicians, clients, patients, and other members of the public on a regular basis. Medical Office and exam room settings. Frequent exposure to communicable diseases and other conditions common to a clinic. Frequent contact with a variety of patients.

**PRIVACY PRACTICE**

All employees are responsible to complete HIPAA training within 15 days of hire date. Yearly HIPAA training is required and provided by Volunteers in Medicine. It is the employee's responsibility to comply with all privacy practices. Any infractions are subject to discipline and/or immediate termination.

**PHYSICAL/MENTAL DEMANDS**

Standing, sitting, walking, bending, stooping, twisting. Occasional stress from dealing with multiple tasks. Occasionally lift and carry up to 50 pounds. Requires full range of motion, manual dexterity, and eye-hand coordination. Performs highly complex and various tasks requiring independent knowledge, its application to a variety of situations. Exercises independent judgment.

**THIS DESCRIPTION IS INTENDED TO PROVIDE ONLY BASIC GUIDELINES FOR MEETING JOB REQUIREMENTS. RESPONSIBILITIES, KNOWLEDGE, SKILLS, ABILITIES, AND WORKING CONDITIONS MAY CHANGE AS NEEDS EVOLVE.**

**EMPLOYMENT AT WILL**

All employees of New Braunfels Christian Ministries are employed at the will of the organization, the Board of Directors, and the Executive Director (except in cases where a valid written employment contract is in effect.) Employees may be terminated at any time for any reason. This Job Description does not constitute a contract for employment.

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Employee Signature

Date

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Clinic Director Signature

Date

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